

PORT AND RESOURCE RECOVERY DEPARTMENT



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DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **July 22, 2013** at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:32 pm.

2. Roll Call

Present: John Katers, Chair
Mark Vanden Busch, Vice-Chair
John Kennedy
Norb Dantine, Treasurer
Dave Landwehr
Ray Kopish

Also Present: Dean Haen, Brown County P&SW
Chad Doverspike, Brown County P&SW
Mark Walter, Brown County P&SW
Craig Berndt, Village of Allouez

Excused: Lisa Bauer-Lotto
Mike Van Lanen
Bud Harris

3. Approval/Modification – *Meeting Agenda*

A motion to approve the agenda was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved.

4. Approval/Modification – *Meeting Minutes of June 17, 2013*

A motion to approve the minutes was made by Ray Kopish and seconded by John Katers. Unanimously approved.

5. 2014 Budget – *Request for Approval*

The budget discussion began with the memorandum to members of the Harbor Commission, Solid Waste Board, and Planning, Development & Transportation Committee

about highlighted changes. Under Solid Waste, the proposed budget includes the three-tiered tipping fees for customers which have less than CPI annual increases. Some of these changes include; an increase the minimum delivery charge at the Transfer Station from \$10.00 to \$12.00, Outagamie County landfill tipping fee is estimated to increase by \$1/ton, the Household Hazardous Waste cost center will be covered by recycling revenue, the Solid Waste area in 2014 will operate at cost, efforts are underway to financially analyze the future costs of the South Landfill and the long-term care costs of the East and West Landfill, the BOW Single Stream Facility will expand its operation by adding a second shift and accept recycling of plastics 3-7 and aseptic packaging. The Department is going through a reorganization and the proposed name will be Brown County Port and Resource Recovery Department. The other budget areas discussed included the performance measures, policy initiatives, rates and fees, department of organization, 2014 budget allocations, statement of funds, 2014 budget grant detail, and the 2013 Adopted Budget/2014 Proposed Budget spreadsheet.

A motion to approve the 2014 Budget was made by John Katers and seconded by Norb Dantinne. Unanimously approved.

6. Strategic Communication Plan (RFP) – Request for Approval

The Department has done two three-year public communications plans on the Port side and decided to add some activities on the Solid Waste side. Leonard & Finco Public Relations is our current service provider. The Request for Proposals (RFP) is requesting proposals for a Strategic Public Communications Plan for both the Port of Green Bay and the Solid Waste operations. The contract will be for a base term of three years with a 30 day termination notice at the discretion of Brown County. RFP's are first approved by the County Board, go out to solicit vendors, and then a review team will select the vendor.

A motion to approve the Strategic Communication Plan (RFP) was made by Ray Kopish and seconded by Norb Dantinne. Unanimously approved.

7. BOW Recycling Facility 2nd Shift – Update

Second shift is moving forward with approvals and is partially up and running with existing staff and contracted labor. The next step is when the equipment of the second baler comes in to get that set up and fully staffed.

8. Green Box/RGEN MRF Rental – Update

Three vendors had bid on the equipment as scrap metal along with RGEN. The bid was awarded to RGEN for \$15,000. The equipment will be picked up in a couple of days.

Brown County is evaluating lessors for the back end of the MRF building, but will not make any decision until after the BOW Sloan Vasquez storage capacity analysis is completed.

9. Director's Report

The Solid Waste Area Financial Status Report for June was given out at the board meeting. Revenues and Expenses are on track.

10. Such other Matters as Authorized by Law

There will not be an August Solid Waste Board meeting unless something comes up.

Starting in September, John Katers will resume teaching and Solid Waste Board meeting will start at 2:00pm

11. Adjourn

A motion to adjourn the meeting was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved.

Meeting adjourned at 2:26 pm.

John Katers, Chair
Solid Waste Board

Dean Haen, Director
Port & Resource Recovery Department